

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: January 6, 2012

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: PAYROLL PROCEDURES MANUAL – DECEMBER REVISION # 12 - 11

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the section below has been replaced with the current PDF version for December 2011. The manual can be obtained by accessing the State Controller's Office public web site at: [California State Controller's Office: Payroll Procedures Manual](#).

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised section for the December 2011 PPM is provided below.

Section E **803:** Calculating SDI/Rates, updated.

Section H **108:** Federal Withholding Tax Formula Effective 01/01/12 Annualized Percentage Method, updated.
111: California Personal Income Tax Formula Effective 01/01/12 Annualized Percentage Method, updated.
256: Contribution Rate/Limitation on Deductions, updated
316: Computation – Federal Tax Levy Code 339/003 (GC 926.8), updated.

Section N **128.1.1:** Bicycle Mileage, General Information, updated.
129.1.2: Personal Use of a State Vehicle, General Information, updated.
135.1: Executive Housing Expense (CSU), References, updated.
139.1: Chancellor's Doctoral Incentive Program, References, updated.
147.1.4: Form STD. 675, updated.
161: Transportation Subsidies, updated.
161.1: Transportation Subsidies, Federal Exclusion Rates, updated.
161.3.2: Vanpool Driver in a Commuter Highway Vehicle (CS only), General Information, updated.
161.6.2: Employer-Provided Parking, General Information, updated.
171: Fringe Benefits/Employee Business Expenses, Withholding requirements, updated.
175: Special Accounting Period, updated.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: [California State Controller's Office: Payroll Procedures Manual](#).

If you have any comments/suggestions or questions that would benefit the PPM, please contact Alice Contreras at 916-322-0683 or via email acontreras@sco.ca.gov.

LC:AC:CSS